**EMERGENCY PROCEDURES**

### TORNADO
**SEEK SHELTER**
- Move to an interior room on the lowest level
- Stay away from windows and exterior doors
- Listen to a weather radio for updates
- Stay away from hazardous materials

### FIRE
**EVACUATE**
- Pull the fire alarm
- Call 911
- Leave the building. CLOSE DOORS behind you
- If unable to exit the building go to the nearest stairwell or place of refuge, don’t use elevators
- Assemble in designated area

### ACTIVE SHOOTER
**RUN - HIDE - FIGHT**
- Call 911
- Leave the building
- If evacuation is not possible, hide in a concealed place
- Lock and barricade door, turn off the lights.
- Wait for law enforcement
- As a LAST resort, overpower the shooter

### MEDICAL EMERGENCY
**STAY CLEAR**
- Call 911
- Provide the location, nature of injury or illness, current condition of the victim and other requested information
- Do not move the victim unless in immediate danger
- If trained—administer first aid, CPR/AED

### IU EAST
**EMERGENCY: Police/Fire/EMS**
- **911**

**NON-EMERGENCY:**
- IUPD-Richmond... 765-973-8357 or 8429
- Physical Plant..... 765-973-8423
- IUEMC................. 317-274-8152
- INLOCC................ 812-855-9758

**INFORMATION:** [protect.IU.edu](http://protect.IU.edu)

### SUSPICIOUS ACTIVITY
**SEE SOMETHING, SAY SOMETHING**
- Object is out of the ordinary
- Person is behaving strangely
- Gut feeling that something is wrong
- If you see something suspicious, do something
- CALL 911

### HAZARDOUS MATERIALS
**STAY BACK**
- If life-threatening, pull the fire alarm, evacuate and call 911
- If non-life-threatening, call 911 and provide information on type of incident and location.
- If you come into contact with a hazardous material, decontaminate and CALL 911

### UTILITY FAILURE
**IDENTIFY LOCATION**
- Call Physical Plant or IUPD to report issues
- Be prepared to provide failure type and location
- University officials may evacuate a building due to utility failures

### BOMB THREAT
**REMAIN CALM**
- Get as much information as possible from the caller—location of device, what it looks like, what will cause it to explode.
- Note background sounds, gender of caller, and any notable characteristics of the caller’s voice.
- CALL 911

During an emergency, always CALL 911 first!
Know what to do during emergencies

Experience around the country has shown that during a campus emergency students will look to the faculty member for leadership and guidance. IU Emergency Management and Continuity offers the following guidance.

## For starters

Review this guide and the Emergency Procedures grid. Emergency procedures also can be found at: [https://protect.iu.edu/emergency-planning/procedures/index.html](https://protect.iu.edu/emergency-planning/procedures/index.html).

Learn about your building incident management team and the building’s evacuation/emergency action plan so you know where to direct students during evacuations. Find this information at: [https://iu.box.com/BuildingEmergency-Plans](https://iu.box.com/BuildingEmergency-Plans).

Include emergency information on fires, evacuations, earthquakes, severe weather, and violence/active shooters in your syllabus for each class.

(See template for your classroom at [https://protect.iu.edu/about/educational-materials/index.html](https://protect.iu.edu/about/educational-materials/index.html)).

## Emergency alerts

Emergency alerts are sent primarily through the IU-Notify system via phones (voice/text), email, Facebook, Twitter, and Alertus desktop alerts (Alertus software is available for personal computers from IUware.)

Your classroom cell phone policy should require at least one person, such as a T.A., to leave a cell phone turned on to receive IU-Notify alerts.

Make sure to update your information on [one.iu.edu](https://one.iu.edu) (search for IU-Notify). **Text alerts are the quickest method!**

Know where the weather radio for your building is located and what the alerts mean.

Understand why the Wayne County sirens go off. Go to the Wayne County Emergency Management Agency website at [http://co.wayne.in.us/ema/](http://co.wayne.in.us/ema/) to learn how and when they will alert you to an emergency in your community.

## Emergency numbers

Program IUPD-East into your phone: **765-973-8429**

Record your emergency contacts on paper in case your cell phone becomes unavailable.

Emergency contacts can be found online at: [https://protect.iu.edu/emergency-planning/emergency-contact/index.html](https://protect.iu.edu/emergency-planning/emergency-contact/index.html).

If you see something, say something:

Report all emergencies and suspicious activity to IUPD-East at: **911** or **765-973-8429**.

Report any concerns you have about students, faculty, or staff to the Dean of Student’s Office, Student Affairs or the Behavioral Consultation Team if one has been formed on your campus.

## Shelter-in-place

**Shelter-in-place** is a request made by campus authorities when moving around campus puts your safety in jeopardy – possibly due to violent acts on campus, hazardous material spills, or other situations.

Know your classroom:

- Where are the exits?
- Does the door lock?

Depending on the situation, consider these actions while sheltering:

- Lock doors
- Turn out lights
- Stay quiet
- Silence your cell phone
- Get informed about the situation
- Check in with others via text or email

## Additional emergency preparations

Buy or assemble an emergency preparedness kit for home AND work.

Bookmark [https://protect.iu.edu](https://protect.iu.edu) to have quick access to emergency information and procedures.

Get a Campus Emergency Preparedness Certificate (CEPC) for IU employees offered through IU Emergency Management and Continuity in cooperation with University Human Resources.

Participate in an on-campus emergency preparedness exercise (email IUEMC@iu.edu)

For additional preparedness information, visit: [http://www.ready.gov](http://www.ready.gov)